
**THE VILLAGE OF SAUK VILLAGE
COOK COUNTY, ILLINOIS**

**ORDINANCE
NUMBER 25-004**

**AN ORDINANCE PERTAINING TO TRAVEL, MEAL AND LODGING
EXPENSES FOR THE VILLAGE OF SAUK VILLAGE, COOK COUNTY
ILLINOIS**

**MARVA CAMPBELL-PRUITT, Mayor
DEBRA L. WILLIAMS, Clerk**

**DIANE SAPP
ARETHA BURNS
RAVEN JOHNSON
TYESHA JONES
MICHELLE STERLING
TONYIA WINSTON, Ph. D.**

TRUSTEES

ORDINANCE 25-004

**AN ORDINANCE PERTAINING TO TRAVEL, MEAL AND LODGING
EXPENSES FOR THE VILLAGE OF SAUK VILLAGE**

WHEREAS, the Illinois General Assembly has enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act" (50ILCS 150/01 *et seq.*)(Act), which became effective on January 1, 2017;

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel, meal and lodging expenses; and

WHEREAS, the Village of Sauk Village is a non-home rule Illinois municipality.

NOW, THEREFORE, be it ordained, by the Mayor of the Village of Sauk Village as follows:

Section 1. The foregoing recitals shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Definitions.

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Public Business" means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the Village of Sauk Village to carry out the responsibilities of Sauk Village's business.

"Travel" means any expenditure directly incident to official travel by employees and officers of the Village of Sauk Village or by wards or charges of the Village of Sauk Village involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 3. The Village of Sauk Village shall only reimburse the following types of travel, meal and lodging expenses incurred by its employees and officers up to the following maximum allowable amounts: **Between \$300.00- \$500.00**

Alcohol is specifically excluded from reimbursement.

Section 4. No reimbursement of travel, meal or lodging expenses incurred by a Village employee or officer shall be authorized unless the "Travel, Meal and Lodging Expense Reimbursement Request Form," attached hereto and made a part hereof, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5ILCS 140/1 *et seq.*).

Section 5. Expenses for travel, meals and lodging of: (1) any officer or employee that exceeds the maximum reimbursement allowed under the regulations adopted under Section 3 of this Ordinance; or, (2) any member of the corporate authorities of the Village of Sauk Village, may be approved by roll call at an open meeting of the corporate authorities of the Village of Sauk Village. However, in the event of an emergency or other extraordinary circumstances, the corporate authorities may approve more than the maximum allowable expenses set forth above.

Section 6. The Village of Sauk Village shall not reimburse any elected official, employee or officer for any activities which could be considered entertainment. Activities which would otherwise be considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or event, may be reimbursed in accordance with the provisions of this Ordinance.

Section 7. Repeal of Conflicting Provisions. All ordinances, resolutions, and policies or parts thereof, in conflict with the provisions of this Ordinance, to the extent of the conflict, expressly repealed on the effective date of this Ordinance.

Section 8. Severability. If any provision of this Ordinance or application thereof to any person or circumstances is ruled unconstitutional or otherwise invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or invalid application of this Ordinance is severable.

Section 9. The clerk is directed by the corporate authorities to publish this Ordinance in pamphlet form. This Ordinance shall be in full force and effect after its passage and publication in accordance with 65 ICS 5/1-2-4.

PASSED THIS 26TH DAY OF AUGUST, 2025

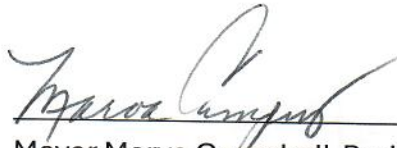
AYES: Burns, Sapp, Winston Tie Breaker – Campbell- Pruitt

NAYES: Johnson, Jones, Sterling

ABSTENSTIONS None

TOTAL: Ayes:4 Nays-3

APPROVED THIS 26TH DAY OF AUGUST, 2025


Mayor Marva Campbell-Pruitt

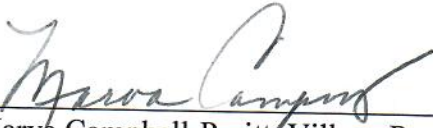
ATTEST


Village Clerk

PASSED by the President and Board of Trustees of the Village of Sauk Village, Cook County, Illinois this 26th day of August, 2025, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Burns	X			
Johnson		X		
Jones		X		
Sapp	X			
Sterling				
Winston	X	X		
Campbell-Pruitt	X			
TOTAL	4	3		

APPROVED by the President and Board of Trustees of the Village of Sauk Village, Cook County, Illinois on this 26th day of August, 2025.


Marva Campbell-Pruitt, Village President

ATTEST:


Debra L. Williams, Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION

I, Debra L. Williams, do hereby certify that I am the duly qualified and elected Clerk of the Village of Sauk Village, Cook County, Illinois, and that as such Clerk I do have charge of and custody of the books and records of the Village of Sauk Village, Cook County, Illinois.

I do hereby further certify that the foregoing is a full, true and correct copy of
ORDINANCE 25-004,

adopted and approved by the President and Board of Trustees of the Village of Sauk Village,
Illinois on August 26, 2025.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the Corporate Seal of
the Village of Sauk Village, Cook County, Illinois this 26th day of August, 2025.



Debra L. Williams
Village Clerk
Village of Sauk Village



VILLAGE OF SAUK VILLAGE ORDINANCE NO. 25-006
Exhibit 1

VILLAGE OF SAUK VILLAGE TRAVEL, MEAL, AND LODGING
EXPENSE REIMBURSEMENT FORM

Please carefully review the relevant Village of Sauk Village Policy for a description of what expenses may be incurred during travel on official Village business and the maximum amounts that can be incurred. The Village of Sauk Village will not reimburse expenses related to entertainment, as defined in the Local Government Travel Expense Act.

Name: _____

Position: _____

Department: _____

Date(s) of Travel: _____

Reason(s) for Travel: _____

Detailed Expenses:

Date(s)	Description	Type (lodging, transportation, meals)	Amount
		Total Amount:	

Attach to this form all receipts, invoices, and other documents supporting each expense. If more space is needed, please use a second page.

By submitting this form, I attest and affirm that the above-listed expenses were incurred during travel on official Village of Sauk Village business and that the expenses do not exceed that maximum amounts allowed under the Policies adopted by the Village of Sauk Village Employee

Employee
Signature:

Department
Head
Approval

Date _____

Date _____